

BUILDING LEADWORKER

DEFINITION

To perform working leadperson tasks and provide assistance, training and direction to other personnel involved in repairing and maintaining heating, ventilation and air conditioning systems, low pressure boilers, plumbing, elevators and related mechanical equipment; and to perform other related work as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the manager of the Facilities Management Division and may be provided by the manager of facilities maintenance on a project basis.

This classification provides working lead direction to building maintenance personnel as assigned.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Plans, coordinates, directs and assists maintenance work crews in response to work orders, tenant work requests or emergency trouble calls in specified City-owned buildings.
2. Supervises day crew contract custodial staff.
3. Inspects building systems and equipment and coordinates appropriate repair or replacement activities.
4. Maintains records of material, labor and supplies.
5. Reviews work requests, determines priorities, assigns and supervises work, orders parts and materials and assists in completion of work.
6. Establishes and maintains preventive maintenance schedule for systems and equipment.
7. Assists in providing material cost estimates, work force requirements, system information, and work progress.
8. Assists in the establishment and modification of employee work schedules, interpretation and application of union agreements, adjustments of grievances, safety and personal development training of employees, and employee counseling.

## Building Leadworker (continued)

### QUALIFICATIONS

#### Knowledge, Abilities and Skills:

- A. Ability to operate, repair and maintain low pressure boilers, heating and ventilating systems, and a wide variety of miscellaneous equipment and machinery located in City buildings.
- B. Ability to diagnose malfunctions of mechanical systems and controls, and restore to specified operating standards.
- C. Ability to read and work from blueprints, schematics, sketches, piping diagrams, oral and written instructions.
- D. Knowledge of the theory of the operation, repair, maintenance and preventive maintenance procedures relating to low pressure boilers, pumps, valves, motors, heating, ventilation and air conditioning systems in buildings.
- E. Knowledge of Occupational Safety and Health Act Safety requirements and related devices and equipments.

### EXPERIENCE AND EDUCATION

Any combination equivalent to experiences and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Three years experience in work involving the installation, service, repair and operation of heating, ventilation, air conditioning and associated equipment and electro-mechanical devices and controls, one year of which included responsible supervisory or lead experience.

OR

Three years of on-the-job training with the City of Hayward in one of the above mentioned specialties supplemented by formal trade school and/or adult education courses in one or more of the crafts or trades pertinent to this classification.

Building Leadworker (continued)

EDUCATION AND EXPERIENCE (continued)

Education:

Equivalent to completion of the eighth grade and graduation from trade school or completion of an apprenticeship program.

License:

Possession of a valid Class C California Driver's License.

PROBATIONARY PERIOD: One year

321CS91

July 1980

Revised October 1991

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt